

Family Support Centers GRANT ANNOUNCEMENT

State Fiscal Year 2023
(July 1, 2022 – June 30, 2023)

**WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN
RESOURCES
BUREAU FOR FAMILY ASSISTANCE**

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WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR FAMILY ASSISTANCE
GRANT ANNOUNCEMENT for FAMILY SUPPORT CENTERS

I. PURPOSE

The West Virginia Department of Health and Human Resources (DHHR), Bureau for Family Assistance is soliciting applications from one or more entities interested in providing Family Support Services through a community-based Family Support Center (FSC). FSCs are community-based programs designed to support families by strengthening parent/child relationships, provide supports parents need to be good nurturers and providers, and to gain or maintain self-sufficiency. These programs serve as welcoming hubs of community services and opportunities. They are designed to strengthen families, reflect and be responsive to the specific needs, cultures, and interests of the communities and populations served. Families will improve their well-being and meet their children's needs. FSCs assist participants in becoming self-sufficient and develop opportunities for them. FSCs offer community-based services aimed at reducing the risk of child abuse, child neglect, and juvenile delinquency by promoting nurturing families and preventing at risk families from having children removed from the home.

Grants are available for either the expansion of an existing FSC or for the development of a new FSC. Applicants may apply for up to \$250,000. Funding is available through Temporary Assistance for Needy Families (TANF), the Promoting Safe and Stable Families Act and Title II of the Child Abuse Prevention and Treatment Act.

DHHR reserves the right to award grants in a manner that will ensure services are available to the greatest number of families in each of the Bureau's operating regions. **The grant period is July 1, 2022, through June 30, 2023.** Continuation or renewal of grants beyond June 30, 2023, will be contingent upon the availability of funds and each Grantee's satisfactory performance. Grants awarded under this Announcement will fund programs which provide year-round services.

II. BACKGROUND

The mission of DHHR is to provide an accessible, integrated, comprehensive, quality service system for West Virginia's children, families, and adults to help them to achieve maximum potential and improve their quality of life. DHHR is guided by federal and state legislation designed to protect children and promote safe, stable, and nurturing families. Guiding legislation includes:

Per 45 CRF 260.20, the four stated goals of the **Temporary Assistance for Needy Families** (TANF) program:

1. Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
2. End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
3. Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and
4. Encourage the formation and maintenance of two-parent families.

According to **W. Va. Code §9-9-1**, the goals of the WV Works program:

1. Achieve more efficient and effective use of public assistance fund;
2. Reduce dependency on public programs by promoting self-sufficiency; and
3. Structure the assistance programs to emphasize employment and personal responsibility.

The **Community-Based Child Abuse Prevention (CBCAP)** program supports community-based initiatives designed to prevent child abuse and neglect, create networks of coordinated resources and activities to strengthen families, and foster understanding, appreciation, and knowledge of diverse populations to improve the effectiveness of prevention services.

The purpose of the **Promoting Safe and Stable Families Act** is to develop, establish, expand, and/or operate coordinated preventive family preservation services and community-based supports and services for children and families at risk or in crisis, with the following objectives:

1. To prevent child maltreatment among families at risk through the provision of supportive family services;
2. To assure children's safety within the home and preserve intact families in which children have been maltreated, when the family's problems can be effectively addressed;
3. To address the problems of families whose children have been placed in foster care, so that reunification may occur in a safe, stable, and timely manner; and
4. To support adoptive families by providing the necessary support service so that they can make a lifelong commitment to their children.

Successful applicants must document previous experience with collaborative, community-based, and family-focused efforts for the delivery of evidence-based/evidence-informed programs and practices.

III. PROGRAM REQUIREMENTS/SCOPE

A. Description of Services

The U.S. Department of Health and Human Services, Administration on Children and Families, defines Family Support Services as community-based preventive activities designed to promote parental competencies and behaviors that will increase the ability of families to nurture their children; enable families to access other resources and opportunities available in the community; create supportive networks that enhance child rearing abilities of parents; help compensate for the increased social isolation and vulnerability of families; strengthen parental relationships; and promote healthy marriages.

The purpose of these grants is to support the expansion or development of community-based Family Support Centers (FSCs) to cover all 55 counties of the state. FSCs are expected to be warm and welcoming places in the community where any family member with children up to age 18 or pregnant families can go, not only in times of need, but as a regular part of day-to-day life. FSCs may offer parent education classes, child development activities, parent-to-parent support groups, afterschool and academic enrichment, GED and literacy instruction, health information, and referrals to programs, activities, and services in the community. Services are designed to address the specific needs of the community.

FSCs are unique in their approach to working with families: they build families' strengths and capacities, serve as a hub for the community, work for positive social change, and offer help without stigma. Parents may act in many capacities, such as serving on a decision-making board, participating in programs, or planning and participating in community events.

Collaboration among numerous agencies, student organizations, town and city governments, school systems, departments of health, and civic/religious organizations are critical to the success of FSCs. FSCs must partner with other agencies and community groups to provide a broad range of programs, activities, and services to meet the needs of families.

Because FSCs must be located in the neighborhoods they serve, they will play a unique role for the community-wide human service delivery network. FSCs will eliminate barriers to family participation by bringing new services to the community.

FSCs must build programs around the Strengthening Families Protective Factors framework and Family Support Principles. These principles combine 30 years of research to provide the latest and best research on effective child abuse and neglect prevention and family support programs. FSCs must ensure

participants are appropriately triaged for referral and linkage to services that may help address any of the stated purposes of the TANF program.

DHHR seeks applications that are:

1. Based on a community needs assessment with input from families;
2. Demonstrate appropriate services or practices for the identified target population;
3. Show strong collaboration with existing services; and
4. Provide evidence of the effectiveness of the proposed program.

Program designs must include these key elements:

- Family Support Principles
- Creative outreach to isolated families
- Staff that are representative of the community, when available.
- Culturally appropriate services.
- Strategies to promote parent leadership.
- Provision of evidence-based and evidence-informed programs and practice.
- Ongoing assessment of community service needs in the FSC coverage area

Applicants must use the following program model as a guide:

FAMILY SUPPORT CENTER PROGRAM MODEL

The goal of this community-based program is to support family strengths, promote community investment and ownership, and provide the needed resources to families to improve family well-being and reduce the risk of child abuse, child neglect, and juvenile delinquency.

This prevention-focused, voluntary program offers comprehensive, culturally sensitive services, which are universally accessible to all families (with an emphasis on families with children ages 18 and under) in a central location. The design is based on a local needs assessment, building on an existing planning process with interdisciplinary participation, including parents, health departments, Family Resource Networks, social services, local governments, schools, local agencies, religious institutions, early care and education programs, and community residents.

The model is strengths based:

- Treats parents as partners
- Addresses basic needs
- Looks at capabilities
- Is resource-based
- Supports family strengths to meet needs
- Emphasizes informal support and mutual help among families

- Offers a range of flexible services and programs where the family determines the level of involvement

The model is center-based (in target community).

Family Support Centers MUST be:

- Warm and inviting physical spaces/environments.
- Centrally located (school, health facility, existing community organization, storefront, church, etc.).
- Accessible to adults and children with disabilities.
- Convenient - hours and days of operation based on the needs of the target population. Nontraditional hours should be included.
- A place for parents to drop-in and relax with their children, and to obtain information on services.
- May be combined with other outreach or early childhood programs and satellite services.

The model has REQUIRED core services:

- Parenting skills training and support services.
- Outreach services, to ensure that families are aware of and able to participate in programs offered on site, including families with disabilities. Activity information must be widely distributed through various sources (brochures, monthly calendar, flyers, newsletters, local newspapers, door-to-door, etc.).
- Community referral services.
- Linkage to health programs to promote access to primary care including developmental screenings, West Virginia Children's Health Insurance Program (WVCHIP) promotion, and information on healthcare services for parents.
- Linkage to respite/crisis care services and transportation where needed/feasible.
- Referral and linkage to services that provide a safety net to help low-income families connect with childcare, education and job training, and transportation.
- Trainings for participants in healthy relationships, partner violence, and budgeting.
- Work with low-income families to address and remove barriers to employment, identify employment pathways, connect with training providers and ultimately be placed in employment.

The model encourages coordination with optional/flexible services, such as:

- Early childhood education, including play groups
- Early intervention services
- Self-sufficiency and life management skills training
- Education services, such as tutoring, literacy, and general education
- Job and career readiness training

- Family support counseling/clinical mental health services
- Health services/nutrition education
- Peer counseling
- Emergency assistance
- Before/after school programs and summer programs

This model is dependent on community collaborations:

- Linkages with DHHR's Bureau for Family Assistance, Bureau for Public Health, Bureau for Social Services, the childcare community, and other early childhood agencies
- Infant and toddler centers
- Local DHHR offices
- Family Resource Networks (FRNs) and Community Collaborative groups
- Programs/services for children/adults with disabilities
- Employment programs
- Libraries and literacy programs
- Foster parent and kinship caregiver networks
- Healthy Grandfamilies program
- In Home Family Education (IHFE) programs
- Adolescent pregnancy and prevention services
- Schools and Head Start programs
- Childcare resource and referral services
- Juvenile justice and delinquency programs
- Behavioral health facilities
- Intergenerational programs
- School based mental health centers
- Local university extension offices and agents
- Schools, churches, and civic groups

This model REQUIRES a current needs assessment:

The application must describe the needs within the community that will be addressed by the program. It should be a clear, concise, well-supported statement of what the needs and strengths are and how/why the program will improve outcomes for children and families. Applications **MUST** include (but are not limited to):

- Survey of the current community resources, county wide, that are designed to support families and children.
- How the community currently addresses the impact of poverty on families.
- How the community supports families with young children, children with special needs and families with concrete support needs such as food insecurity or transportation issues.
- How the community currently addresses (or fails to address) the prevention of child abuse, child neglect, and juvenile delinquency.

- Information on child abuse and neglect prevention programming and juvenile delinquency prevention programming that is currently available in the community. If such programming is available, the application must describe collaboration with the other program and explain why additional programming is needed, i.e., location factors, time of day factors, funding factors, number of people not being served, etc.
- The application must include information on the likely outcomes for children, youth, and families if the programming is not established.
- The application should also address the strengths in the community that will sustain a family support center.

Applicants must also provide county statistics that demonstrate the need and support available for a Family Support Center. These statistics may include:

- Poverty rates
- Adolescent pregnancy rate
- Foster care population
- Child fatalities/infant mortality
- Single parent households
- High school graduation rates
- Unemployment rates
- Marital, separation, divorce rates
- Child abuse and neglect in the community/county
- Foster care population
- Domestic violence, substance abuse, etc.
- Juvenile delinquency/status offense rates

Applicants may find some of the county's statistical information within or at collaborating agencies. Needs Assessments completed by agencies and organizations within the county may also be consulted.

Letters of Support

Applicants must form strong partnerships with family members, local schools, local DHHR offices, juvenile justice systems, area mental health programs, local health departments, and other partners that focus on child safety, permanency, well-being, and self-sufficiency. Applicants must describe and list the collaborations with listed agencies. Applicants must identify organizations that will act as partners in funding, managing, or providing services for this program and the specific roles that each shall play.

Applications **MUST** include a minimum of three letters of support. At least one letter of support **MUST** come from community partners. **Support letters must be included with the grant application.** Other letters of support may come from any of the following:

- School principal, if the center is school-based
- Local or county government
- Local Health Department
- Local child abuse prevention provider
- Local DHHR offices
- Other community partner(s)

Sustainability

Applicants must address the potential for continuing the project beyond the initial grant period. Continued funding will be contingent on satisfactory performance. Sustainability is important because a break in services for at-risk children and families may compound an already unstable environment. Applications may include actions that will be taken to ensure continuity of programming and identifying specific funding sources that will be contacted. **Applicants must describe a two-year sustainability plan that includes a plan for diversifying funding for the program.** Include the following:

- How the program will be marketed to participants to ensure participation and increase awareness of the program's availability.
- The types of support and resources from the applicant organization and their partners.
- In-kind sources.
- A funds diversification plan which includes identification of sources and types of local, state and federal funds, as well as foundations, corporate sources, and fundraising activities.

B. Outcomes

Successful applicants will be required to participate in a statewide evaluation, be involved in a peer review process, and report on logic models as well as other performance measures.

The primary goal of these grants is the prevention of child abuse, child neglect, and juvenile delinquency as well as improving the well-being of children, youth, and families at risk, through the provision of supportive family services.

Activities and programs **must focus on at least two** of the following **intermediate outcomes** for children and families:

1. Reduction of harsh and coercive parenting practices.
2. Increased use of emotionally responsive and nurturing parenting practices (including the use of positive discipline strategies).
3. Improved parent-child relationships (with a specific interest in father-child relationships).

4. Improved parent-child communication (with a specific interest in father-child communication).
5. Improved communication and problem-solving behaviors between co-parents.
6. Improved social/emotional health and development among children and youth.
7. Achieve more efficient and effective use of public assistance funds, reduce dependency on public programs by promoting self-sufficiency; and structure assistance to emphasize employment and personal responsibility.
8. Improved family stability, well-being, job development and job readiness, employment, job retention and stronger families.

Activities and programs should be designed to increase the coordination of prevention services in the community by strengthening the referral processes between community-based agencies and public agencies.

The outcomes above reflect a change in belief, attitude, or action from the participant. Quantitative data reflecting the number of participants served and the types and quantities of services provided will be collected from successful applicants using a quarterly reporting system.

C. Target Population

Services must be voluntary and available to all families with children (including those with disabilities) prenatal through age eighteen. Referrals may be made by the local DHHR office for at-risk families, children, and youth.

Applicants must describe the participants who will be involved in the program, including the estimated number of participants, and demographic information (i.e., population of county, age, ethnicity, etc.).

Applicants must offer evidence-based, promising and/or emerging/evidence-informed program services that serve one or more of the following populations:

- Families with/or children with special needs
- Families with past involvement in the child welfare system
- Unmarried fathers or expectant fathers at risk of becoming involved with the state's child support system
- Custodial and/or noncustodial fathers
- Low-income, never married fathers
- Separated couples with children
- Unwed couples with children and/or interested in parenthood

- Relatives raising grandchildren or otherwise engaged in a parenting role
- Low-income families with children

Time Frames/Mandatory Start Date

Applicants must have operational programs within 90 days of the award of the grant.

Service Delivery Area

Successful applicants will agree to serve the county within which their center is located, or if currently operating a Family Resource Center (FRC), the county into which they are expanding. The county or counties that the FSC will be serving must be clearly identified. All sites, including satellite sites, must identify hours/day of operation.

F. Staffing Requirements

Each FSC must have a full-time Director to oversee daily operations and ensure that appropriate programs and services are designed and implemented through collaboration with families and community partners. Other staff may be hired as deemed necessary to implement programs and as possible based on available resources.

FSCs shall ensure that a criminal background investigation and Child Protective Services/Adult Protective Services check is performed on each staff member or volunteer who has direct contact with children. FSCs must keep this information on file.

Successful applicants will be expected to participate in training and technical assistance as offered by or requested by DHHR.

IV. DEPARTMENT RESPONSIBILITIES

The responsibilities of DHHR on the state level include, but are not limited to:

- Providing sub-recipient awards
- Development of policy, forms and procedures
- Ongoing training and technical assistance and site visits
- Review and feedback on quarterly reports
- Monitoring grantee compliance

V. GENERAL TERMS AND CONDITIONS

A. *Conflict of Interest:*

Applicant affirms that it and its officers or members or employees presently have no interest and shall not acquire any interest, direct or indirect, which would conflict or compromise in any manner or degree with the performance or its services hereunder.

B. *Prohibition Against Gratuities:*

Applicant warrants that it has not employed any company or person other than a bona fide employee working solely for the applicant or a company regularly employed as its marketing agent to solicit or secure the grant and that it has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of the grant.

For breach or violation of this warranty, DHHR shall have the right to annul this grant without liability at its discretion, and/or to pursue any other remedies available under this grant or by law.

C. *Certifications Related to Lobbying:*

Applicant certifies that no federally-appropriated funds have been paid or will be paid by or on behalf of the company or an employee thereof, to any person for purposes of influencing or attempting to influence an officer or employee of any federal entity, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of an federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federally-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Applicant shall complete and submit a disclosure form to report the lobbying.

Applicant agrees that this language of certification shall be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

D. *Governing Laws and Compliance:*

This grant shall be governed by the laws of the State of West Virginia.

Applicant further agrees to comply with the Civil Rights Act of 1964 and all other applicable federal, state and local government regulations.

E. Subgrants/Joint Ventures:

The Applicant is solely responsible for all work performed under any resulting grant and shall assume sole responsibility for all services offered and products to be delivered under the terms of this grant. DHHR will consider the Applicant to be the sole point of contact with regard to all contractual matters. The Applicant shall not enter into a subgrant agreement for any of the work performed under any resulting grant without obtaining the prior written approval of the Department.

VI. SPECIAL TERMS AND CONDITIONS

A. Insurance Requirements:

The successful applicant will at all times during the term of the Agreement have and keep in force a liability insurance policy which shall include General Liability, Personal Injury, Directors and Officers Liability, and Professional Liability, where applicable.

B. License Requirements:

Applicant and its employees and all sub-grantees shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.

C. No Debt Affidavit:

A signed No Debt Affidavit must accompany all applications.

VII. APPLICATION PROCESS

A. Intent to Apply:

The application is available online at <http://www.dhhr.wv.gov/bcf/>. Anyone interested in submitting an application must submit a "Letter of Intent" form electronically via DHHR's Bureau for Family Assistance website by **03/21/2022**. Applicants must submit an original and 5 copies of the application and associated documents to Bureau for Family Assistance, Division of Grants and Contracts, 350 Capitol Street, Room 730, Charleston, WV 25301 by 4:00 p.m. on **04/8/2022**. Any applications not received by the Bureau for Children and Families by the deadline will be removed from consideration.

Telephone calls regarding the Funding Proposal will not be accepted. All questions must be submitted electronically to the Bureau for Family Assistance through the website, <http://www.dhhr.wv.gov/bcf/>, by **03/18/2022**. Answers to questions will be posted online by **03/23/2022**.

Questions submitted must refer to the RFP page number, table of content numbering, and include as much language from the RFP as possible.

Example: Section 4.1 Intent to Apply, the RFP states, “all questions submitted must refer” {insert question}.

Questions not submitted in this format will be considered a comment and will not be answered.

Applicants must use 12-point Arial or Times New Roman font, single line spacing, and one-inch margins. Page numbers must also be included in the footer.

B. Administrative Information:

Applicant must provide a narrative description of the organization, its size and resources. This narrative description is limited to three pages (not including attachments) and shall include:

- The mission of the organization and how it relates to programming.
- Date organization established, organization’s mission and history.
- Description of the organization’s capacity to serve the target population.
- Type of ownership.
- List of any other governmental grants/contracts and names and phone numbers for contact persons who might provide references.
- Agencies applying to expand services must describe services currently delivered and the source of funds paying for those services.
- Description of any pending litigation or filings for bankruptcy. If the agency or parent organization has ever filed for bankruptcy, the applicant shall include an explanation, history and a declaration that the bankruptcy has been resolved.

C. Program Narrative/Work Plan:

Applicants must include a detailed work plan based on the logic model describing the plan for service delivery. **The work plan must include all the elements described in Section III, above.** Applicants wishing to expand programs must clearly identify the additional services that will be provided with these funds. Additionally, the work plan must address:

- Staff capability: describe proposed staffing levels and attach job descriptions (including educational requirements and salary) for each position.
- Supervision: describe the proposed plan for supervision of staff, including chain of command, performance evaluations, etc.
- Process and time frames for start-up, including hiring and training staff.

D. Budget:

Costs in a detailed line-item budget include operating costs for a twelve-month period to meet the requirements set forth in this Grant Announcement. Applicants must develop and submit proposed budgets on the DHHR-approved Detailed Line Item Budget form.

VIII. EVALUATION

Proposals will be evaluated by a committee of three or more individuals in accordance with the criteria stated. The applicants who meet all the mandatory specifications and attain the highest point score of all applicants will be eligible for the grant award. The maximum number of points available is 100. The selection of the successful applicants will be made by a consensus of the evaluation committee.

DHHR will score applications based on the content of the grant application and the associated costs. The budget is considered but is not the sole determining factor for the award. DHHR reserves the right to accept or reject any or all of the grant applications, in whole or in part, without prejudice, if to do so is felt to be in the best interests of the Department.

The criteria and the assigned weight factors are as follows:

Applicant Capability and Experience:

20 Points Maximum

Applicants will be evaluated on the experience and qualifications of the organization, its staff, and the applicant's demonstrated leadership and expertise in community-based family support programs. Significant issues to be evaluated may include, but are not limited to:

- Does the applicant demonstrate aptitude and leadership in providing community-based family support programs?
- Does the applicant possess the ability to provide quality services to families and is there a history of providing quality services?

- Does the applicant document experience with community collaboration in providing services?

Needs Assessment:

20 Points Maximum

Applicants will be evaluated on the data submitted from their community needs assessments. Information submitted should detail: 1) why a Family Support Center (FSC) is needed in the community; and 2) what strengths exist in the community to support the FSC. Other significant issues to be evaluated may include, but are not limited to:

- Are family support services (such as FSCs, School-Based Family Resource Workers, Parent Education, or Parent-Led Support) included as part of the applicant's Community Collaborative Resource and Capacity Development Plan (RCDP)?
- Does the applicant address the coordination of existing services, to prevent duplication?
- Does the applicant provide a clear, well supported statement of need for an FSC in their community?
- Does the applicant discuss how the community will support the FSC?

**Program Narrative/Work Plan:
Maximum**

40 Points

Applicants will be evaluated on how well the proposed services meet the program requirements detailed in Section III. Significant issues to be evaluated may include, but are not limited to:

- Are the target population and community to be served clearly identified?
- Is the FSC building and its facilities physically accessible for persons with disabilities?
- Are the hours of operation "family friendly?" Are services offered at easily accessible times for families and working parents?
- Does the plan for implementing the services include specific tasks and activities, responsible persons, and realistic completion dates?
- Will the steps proposed by the applicant produce the desired results?
- Does the plan clearly identify new services that will be provided as a result of this grant?
- What community organizations or interested individuals were involved in the development of the work plan? How were they involved?

- Do the optional services offered show evidence of collaboration and coordination with other entities?
- Were letters of support received? Are collaborations partnership focused and roles identified?
- Is there a plan for establishing a board of directors?

Budget:

20 Points Maximum

Applicants must develop and submit proposed budgets on the DHHR-approved Detailed Line Item Budget form. Significant issues to be evaluated may include, but are not limited to:

- Is the budget complete?
- Are calculations correct?
- Are costs allowable and reasonable?
- Are costs directly tied to the services?
- Is sufficient funding included to support staffing?
- Are salaries reasonable?
- Does the budget appear to be cost effective?
- Has the applicant considered all potential costs?

Applicant's failure to provide complete and accurate information may be considered grounds for disqualification. DHHR reserves the right, if necessary, to ask applicants for additional information to clarify their applications and negotiate changes to the application.

RESTRICTIONS ON USE OF FUNDS

Grant funding provided by this program may **not** be expended for the following:

- Any sectarian purpose or activity, including sectarian worship or instruction.
- Costs incurred prior to the effective date of the agreement.
- Any political or lobbying efforts.
- Penalties or interest.

